

Janice K. Brewer
Governor

Scott Hunt
State Forester

Office of the State Forester

Arizona State Forestry Division

1110 W. Washington St., Suite 100

Phoenix, AZ 85007

(602) 771-1400



April 24, 2013

D. Clark Partridge
State Comptroller
Department of Administration
100 North 15th Avenue
Phoenix, AZ 85007

Dear Mr. Partridge:

The Arizona State Forester's Office, Forestry Division wishes to gain approval for higher per meal allowances provided to those individuals involved with wildland fire suppression activities or other non-fire emergency response activities during the 2013/2014 fire and other natural disaster season.

The fire season has already started in southeast Arizona and will move northwest between now and Memorial Day. To properly plan for the fire season, we must establish purchase agreements to feed our crews out on the fire line, and to provide reimbursement for staff and cooperators involved in the same.

To adequately meet the nutritional needs of our firefighters and provide our meal vendors adequate compensation, meal expense rates need to be set at:

- a. Breakfast - Maximum \$12 including appropriate tax and gratuity.
- b. Lunch, Sit-down - Maximum \$16 including appropriate tax and gratuity.
- c. Sack Lunch - Maximum \$ 16 including appropriate tax. No gratuity.
- d. Dinner, Sit-down - Maximum \$27 including appropriate tax and gratuity.

Wildland firefighters expend a great deal of energy and need sufficient nutrition to keep working day after day. The National Wildfire Coordinating Group (NWCG) and the USDA guidelines for meals that satisfy the recommended 6,000 calories per day requirements are as follows (reference <http://www.fs.fed.us/logistics/logistics/food/documents/feedingtechtip.htm>):

Breakfast consisting of:

- Eggs - 2 (3 when scrambled).
- Meat - 4 oz bacon, ham, beef or pork chop (bone-in), 6 oz sausage.
- Bread - 3 slices (or equivalent, i.e., donut, pastry, biscuit, etc)
- Milk - 1 pint
- Fruit - 1 small fruit or 4 oz chilled juice.

Lunch and dinners consisting of:

- (1) Protein: Steak - 10 oz boneless, 14 oz bone-in, or
Roast beef/roast pork - 10 oz boneless, or
Pork Chops - 12 oz bone-in, or
Poultry - 8 oz boneless, 16 oz bone-in, or
Ham - 8 oz boneless
- (2) Vegetables - 4 oz
- (3) Salad (with dressing) - 4 oz
- (4) Potatoes - 6 oz
- (5) Bread - 2 slices
- (6) Milk - 1 pint
- (7) Fat - 2 oz butter or margarine
- (8) Dessert - one serving

Reasonable substitutions are allowed.

The activities of the Arizona State Forester's Office, Forestry Division are not solely limited to wildfire suppression. We also respond to many non-fire disasters throughout the State and part of our mission is to support the affected community by utilizing the local businesses whenever possible. Without the approval of the meal rates the only options we have are to attempt to talk the vendors into lowering their prices to adhere to the present meal rates, or to contact an out - of - town catering service. Contract catering costs, which not only include the meals, but also included the added costs for transportation, wash stations, extra water and the resource to deliver it, set up and tear down of all equipment, and added state personnel to monitor the caterer are much higher than the requested meal rates. (http://www.fs.fed.us/fire/contracting/food/food_contract.pdf)

Thank you for your timely consideration of this request.

Sincerely,



Scott Hunt
State Forester

This request is approved for meal reimbursements as outlined for individuals involved with fire suppression activities through June 30, 2014 and thereafter must be resubmitted for an annual review. Requests for meal reimbursement exceptions for all other non-fire emergency response activities must be submitted on a case by case basis. Please attach a copy of this approval to the travel claims for audit purposes.

 4-25-13
D. Clark Partridge Date
State Comptroller